

OFFICE OF SECURITY WEEKLY STAFF MEETING

OS Conference Room

2 August 1973

1. Present were:

25X1A



2. Pertinent Items of Interest

a. Communication

Mr. Osborn noted that the Branch Chiefs were in attendance for the first time as another means to further communication within the Office. He cautioned them to make sure they passed the word on to everyone under their supervision as to the subject matter of the meetings.

b. Quality Step Increase

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██████████ received a Quality Step Increase for his continued sustained excellent performance for the Office. Mr. Osborn noted it as another example of meeting the need for excellence in the Office of Security to offset the loss of slots and people by better work, diligence, and initiative.

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c. President's Foreign Intelligence Advisory Board

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The Deputy Director for Science and Technology and Bob [REDACTED] recently briefed the new members of PFIAB on the operational and security aspects, respectively, of certain codeword projects handled by the Special Security Center. Appropriate Secrecy Agreements were obtained.

d. Senior Representatives Concept

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e. Technical Division "Find"

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[REDACTED]
came up with a "find" in the residence of a Chief of Station in Africa. This is the first example of an audio device found in an Agency installation.

f. Security Move

The first phase of the OS move began with the modification of Room 4 E 13 and the occupying by the Plans and Programs Branch of Room 4 E 58.

g. Job Descriptions

The Office of Personnel has commenced work on the new Table of Organization for the Office of Security. As a result the position management people will be formulating new job descriptions for the Office.

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h. New Designations

Under the reorganization plan recently implemented, Letters of Assignment have already gone to the field bearing the new office designations.

i. Travel Support to DD/M&S

Mr. Brownman's return to Headquarters from overseas has been delayed to 1545 hours on Thursday. Several Special Agents will be on hand to render any assistance needed to facilitate his airport processing.

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	AC/PPB	8/3	<i>[Signature]</i>
2	DD/P&M	3 AUG 1973	<i>[Signature]</i>
3			25X1A
4	D/Security	6 AUG 1973	<i>[Signature]</i>
5			
6	Mr. <i>[Redacted]</i>	25X1A	

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

Forwarded for your review and approval
25X1A
prior to dissemination. *2-4*



TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
<i>[Redacted]</i> 25X1A	8/3/73